



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:

7000

COMPT

23 Mar 04

COMMANDING GENERAL'S POLICY LETTER 001-04

From: Commanding General

To: Distribution List

Subj: REIMBURSEMENT FOR TRAVEL IN AND AROUND THE LOCAL COMMUTING AREA, MARINE CORPS RECRUIT DEPOT, Parris Island, and S.C.

Ref: (a) Joint Federal Travel Regulations, Par. U3500
(b) Joint Travel Regulations, Par. C2400
(c) DOD Financial Management Regulations Vol 9 Par.0408

1. Purpose. To define the local travel area in which transportation allowances may be authorized or approved for conducting official business, and to prescribe administrative procedures for reimbursement of such travel.
2. Background. References (a), (b), and (c) require that the Commanding General prescribe the boundaries of the local commuting area of the duty station between which the commuting public travels during the normal business hours on a daily basis. Except under unusual circumstances, government directed travel within this area precludes the requirement to issue travel orders, and payment of per diem allowances generally are not authorized. Reimbursement for the use of personally procured transportation may be authorized when government transportation is not available, or impractical to utilize.
3. Local Travel Area Defined. For purposes of this policy, the local travel/commuting area for Marine Corps Recruit Depot, Parris Island S.C. is defined as the area encompassing Savannah, Ga. to the south, Hampton, S.C. to the west, and Charleston, S.C. to the north.
4. Reimbursement for Transportation Expenses for Travel in the Local Area.

REIMBURSEMENT FOR TRAVEL IN AND AROUND THE LOCAL COMMUTING AREA,
MARINE CORPS RECRUIT DEPOT, Parris Island, S.C.

a. When government transportation is not available or impractical to use, Fund Managers appointed by the Commanding General may approve reimbursement for authorized travel between alternate duty sites, and between residence and a duty site other than the usual duty site for personnel other than themselves. Military personnel who are ordered to a medical facility within the local commuting area are on official business and may be reimbursed for travel provided that the medical treatment is not on a voluntary basis. When authorized, reimbursement can include:

- (1). Local public transportation.
- (2). Travel by commercial means, including special conveyance.
- (3). Travel by privately owned conveyance (POC) based on odometer readings, or other acceptable evidence.

b. When use of a POC is authorized, reimbursement for travel from a residence to an alternate duty site is limited to the distance that exceeds the normal commute from the residence to the usual duty site.

5. Use of Standard Form (SF) 1164. When reimbursement for expenses incurred as a result of travel in the local commuting area is authorized, an SF 1164 will be used as the reimbursing voucher document. The voucher may be obtained using Form Flow, and will be typed to prevent misinterpretation of data. The individual claiming reimbursement will sign in Block 10 and ensure that the Fund Manager signs in Block 8. BEA technicians will ensure that the accounting classification field is completed with the correct appropriation data. All SF 1164s will be brought to the Fiscal Services Liaison Division, Bldg 11 to ensure accounting data is entered into the records. When this process is completed Block 9 will be signed by the TAD OIC and the SF 1164 forwarded to the Depot Finance Office for settlement.

6. Policy. This policy is effective for all personnel and tenants located aboard Marine Corps Recruit Depot, Parris Island, S.C.